

PROCESS

Title	
LIFE SUPPORT COURSE REIMBURSEMENTS FOR MINISTRY FUNDED RESIDENT PHYSICIANS	
Portfolio	Version
Physician Services – Medical Education Office	15 May 2020

PURPOSE

Article 34.02 of the Professional Association of Resident Physicians of Alberta (PARA) Agreement ensures that Alberta Health Services (AHS) reimburses ministry funded resident physicians for 100% of the course fees incurred for successfully completing “Life Support” courses that have been deemed necessary by their Program Director and have been approved by AHS.

This document describes the process for submitting expense reimbursement requisitions (respective of AHS financial policy and standards) for Ministry Funded Residents to the Medical Education Office (MEO) to review, approve, and facilitate payment. Requisitions must be submitted using the iExpense electronic system which will require a onetime training course to obtain your login information.

PROCESS

1. Resident Physicians are responsible for maintenance of their life support certification including payment of course fees. *AHS offers Heart and Stroke Foundation, Health Care Provider – Level C Basic Life Support (CPR) free to employees that require it (see below).*
2. The Resident Physician shall submit their claims using the iExpense electronic system and include receipts, proof of certification (showing date of issue and expiry), and if applicable, proof of the foreign currency conversion rate to Canadian funds. Refer to the process outlined below for submitting using iExpense.
3. Only registration and course fees for successful certification are eligible (failed courses cannot be claimed). Resident Physicians are responsible for all travel, lodging, and meals.
4. The MEO shall review and log the reimbursement requisition, obtain authorization from the Manager, Physician Services and respond to the iExpense claim within two weeks.
5. If the course was completed within the final month of training, the Program Director shall be asked to confirm the course is required for the remaining training period.
6. Accounts Payable processes payments in the financial system which automatically sends a remittance statement confirming deposit date and amount to the Resident Physician’s AHS e-mail account linked to their employee record. *NOTE: this payment is not related to payroll and e-People; it will not show on the Resident’s pay advice.*
7. Support for iExpense is available by calling 1-877-595-0007 (option 2) or email at ahs.aphelpdesk@ahs.ca

FREE COURSES

AHS offers Heart and Stroke Foundation, Health Care Provider – Level C Basic Life Support (CPR) training free to employees that require it.

Further information on registration is available on the AHS Insite internal webpage at the following URL Address: <http://insite.albertahealthservices.ca/4350.asp> accessible by selecting “Employee Tools” at the top of the AHS Insite homepage and browsing to the link “Programs & Courses” down the page on the left.

Registration should be done several months prior to certification expiring by logging into MyLearningLink <http://insite.albertahealthservices.ca/1881.asp> and searching the keyword “BLS”.

Completing a Request Using iExpense

iExpense

Reimbursement requests must be submitted using the iExpense electronic system which will require a one-time “Introduction to iExpense – (without DOAA)” module training to obtain login information. The training is accessed through MyLearningLink (<https://insite.albertahealthservices.ca/hr/Page1881.aspx>). Once complete, please allow up to 5 business days for the iExpense/Oracle user ID and password to be sent to the Resident Physician’s AHS email address.

For support, contact: ahs.aphelpdesk@ahs.ca or call 1-877-595-0007, Option 2.

Submitting a claim

1. Login to iExpense (<http://insite.albertahealthservices.ca/11122.asp>) using your Oracle user ID and password (this is different from your AHS network account and can only be obtained after completing the mandatory training). Then browse to “AHS Internet Expenses”.
2. At the top of the Expenses Home Page, select “Create Expense Report”. Select the Expense Template “PARA”, provide a title that suits the expenses and time period, and click “Next”.
3. For each completed life support course that you have receipts for complete a line item within the “Receipt Based Expenses” tab.
 - Start Date = date on the receipt
 - Receipt Amount = cost for tuition and course materials
 - Expense Type = Courses and Professional Development
 - Business Reason = title of the life support course (e.g. ACLS)
 - Expense Location = “AB – Local” if attended in Calgary, “AB – Other Zones” if attended outside Calgary, or use the relevant province code or enter “International”.
4. For each expense line, click on the Details button to enter additional information.
 - Justification = re-enter the title of the life support course (e.g. ACLS)
5. Once all expenses have been added to the list, click “Next”.
6. For each expense, populate the Expense Allocation and then click “Next”.
 - Balancing = 103
 - Site = 0788
 - Functional Centre = 71880100001
 - Account = 61500000
7. From the summary page, review the expenses and click “Submit”. You will be prompted to email your receipts. When you do, you must also include scans or images of your course certification card(s), and if you paid in a foreign currency, you will also need to send a printout from the Bank of Canada Currency Conversion website showing conversion rate to Canadian funds or other proof of conversion rate like your credit card statement (blacking out all non-pertinent information).

Failure to include all of the required supporting documents will result in a rejection of your claim